

**FY 2007
National Park Service
Challenge Cost-Share Program (CCSP)
National Trails System – Santa Fe
Instructions for the Project Completion/Status Form**

Project Completion

This is a simple form that needs to be completed when the project is complete. It is a one page form, but you will probably need additional pages to provide the information needed. The project completion report should include the following.

1. Briefly describe the work performed with this award.
2. Describe any differences between the planned and actual results of the project.
3. Provide a final Work-Cost Budget breakdown. This should be done in the same format as the detailed budget. If this is not close to the planned budget, describe the reasons for any differences between the original and actual work-costs. For your matching share, please include the donor of the match, the amount, and the type of match (cash, donated labor, donated materials, etc.).
4. If any publications (books, pamphlets, posters, videotapes, slide or tape shows, or transcripts) were produced by or about this award, we will want copies included with the final report. We will discuss with you how many copies will be provided when we complete the cooperative agreement or purchase order.

Project Status

Some projects will take more than a single year. If so, we need documentation of the status of the project at the end of each fiscal year on September 30. Use this form to explain what has been accomplished and what is yet to be done. For the project budget, document the funds spent to date and show how much remains to be spent.

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Project Name or Title: _____

Region: Intermountain **Trail:** _____

Briefly describe the park or Trail project products and results in measurable terms (provide details so that project results and benefits can be publicized): Use additional pages as needed.

Project Total: \$ _____

Total NPS Share: \$ _____ % of Project Costs _____

Total Partner(s) Share: \$ _____ % of Project Costs _____
[List non-Federal Partner(s) only.]

List All Participating Partners (organization names and/or number and types of individuals):

Certification of Project Completion from Site Manager and Partner: We certify that the aforementioned project was successfully completed in a manner consistent with the stipulations of our CCSP Proposal and agreement.

Partner Project Manager

Date

Typed Name

Title

NPS Superintendent/Program Manager

Date

Typed Name

Title